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JONATHAN MILLER

SECRETARY

TO: Constitutional Officers, Cabinet Secretaries,
All Agency Heads, and Fiscal Officers

FROM: Jonathan Miller, Secretary
Finance and Administration Cabinet

DATE: March 12, 2008

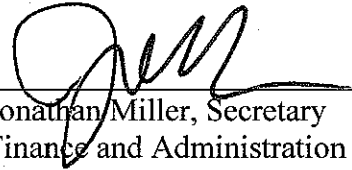
SUBJECT: Closing Schedule – Fiscal Year 2007-2008

The schedule of closing procedures for fiscal year 2008 is attached. It includes the deadlines for final eMARS document approvals that apply to accounting, purchasing, budgeting, and personnel matters.

In accordance with KRS 45.229(2), the Finance and Administration Cabinet is legally required to close the old year accounts within thirty days of June 30. It is important that all agencies comply with the document completion schedule and procedures outlined in this memorandum.

During the closing period, it is important to segregate all transactions for goods and services received by June 30, 2008, from transactions for fiscal year 2009.

Deadlines vary according to type of transaction. No deadline is earlier than Friday, March 28, 2008 and none is later than Thursday, July 17, 2008. All transactions for fiscal year 2008 must be accepted in the eMARS Accounting System by close of business, Thursday, July 10, 2008. After Thursday, July 10, 2008, all transactions will post to fiscal year 2009 and will be charged to fiscal year 2009 allotments, except those journal voucher documents necessary to close out fiscal year 2008.


Jonathan Miller, Secretary
Finance and Administration Cabinet

3/12/2008
Date

The Closing Schedule shows the responsibility for approval of eMARS documents, whether Agency, Statewide Accounting Services, Office of Procurement Services, Office of the State Budget Director, or Department of Treasury. The information is formatted two ways, Final Approval by Responsibility (listing responsibility by area responsible for final approval) and Final Approval by Date (listing the last date that a particular document can be approved or action occur). This should facilitate agency knowledge of document due dates for final fiscal year 2008 approval. Additional comments follow the charts. **Remember that the last date to post fiscal year 2008 documents is Thursday, July 10, 2008. Only CA, JV, JVA, JV2P, JV2IN, JV2T, JV2E, JV2R, JVBK, and JVC documents will be allowed to post in fiscal year 2008 after this date, and only with override approval from Statewide Accounting Services.**

New Year Procurement document activity before Friday, June 13, 2008 must use non-accounting event types in order to validate and submit into workflow.

Order by Responsibility

| Final Approval Resp | Document Code | Document Description | Last Day to Process Old Year | First Day to Process New Year |
|---------------------|---------------|--|------------------------------|-------------------------------|
| Agency | AD | Automated Disbursement | 2008-06-30 | 2008-07-01 |
| Agency | CA | Cost Allocation | 2008-07-17 | 2008-07-01 |
| Agency | CH | Charge Transaction | 2008-07-10 | 2008-07-01 |
| OPS | CT | Contract Modification (Goods Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-06-30 | 2008-06-13 |
| OPS | CT2 | Contract 2-Way Match Modification (Goods Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-06-30 | 2008-06-13 |
| Agency | CTT1 | Contract KYTC Modification (Goods Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-06-30 | 2008-06-13 |
| Agency | CTT2 | Contract 2-Way Match KYTC Modification (Goods Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-06-30 | 2008-06-13 |
| Agency | DO | Delivery Order (Goods Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-06-30 | 2008-06-13 |
| Agency | DO2 | Delivery Order 2 Way Match (Goods Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-06-30 | 2008-06-13 |
| Agency | EFT | Electronic Funds Transfer | 2008-06-30 | 2008-07-01 |
| Agency | GAX | General Accounting Expense/Expenditure | 2008-07-10 | 2008-07-01 |
| Agency | GAX2 | General Accounting Revenue Refund | 2008-07-10 | 2008-07-01 |
| Agency | GAX3 | General Accounting Balance Sheet Payable | 2008-07-10 | 2008-07-01 |
| Agency | IA | Inventory/Stock Adjustment | 2008-07-10 | 2008-07-01 |
| Agency | IET | Internal Exchange Transaction | 2008-07-10 | 2008-07-01 |
| Agency | ITA | Internal Transaction Agreement | 2008-07-10 | 2008-07-01 |
| Agency | ITI | Internal Transaction Initiator | 2008-07-10 | 2008-07-01 |
| Agency | JV2E | Cash Expenditure Correction | 2008-07-17 | 2008-07-01 |
| Agency | JV2R | Cash Coll Earned Rev Corr | 2008-07-17 | 2008-07-01 |

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| | | | | |
|--------|------|--|------------|------------|
| Agency | OB1 | Management Budget | 2008-07-17 | 2008-07-01 |
| Agency | OC | Over the Counter Stock Issue | 2008-07-10 | 2008-07-01 |
| Agency | PO | Purchase Order Modification (Goods Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-06-30 | 2008-06-13 |
| Agency | PO2 | Purchase Order 2 Way Match Modification (Goods Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-06-30 | 2008-06-13 |
| Agency | PRC | Commodity Based PR (*Prior approval of Executive Order 2008-011 Committee) | 2008-07-10 | 2008-07-01 |
| Agency | PRC2 | Commodity Based PR Pro Card (*Prior approval of Executive Order 2008-011 Committee) | 2008-07-10 | 2008-07-01 |
| Agency | PRCI | Commodity Based Internal PR | 2008-07-10 | 2008-07-01 |
| Agency | PRM | Matching PR – Normal (*Prior approval of Executive Order 2008-011 Committee) | 2008-07-10 | 2008-07-01 |
| Agency | PRMI | Matching PR – Internal (*Prior approval of Executive Order 2008-011 Committee) | 2008-07-10 | 2008-07-01 |
| Agency | RE | Receivable | 2008-07-10 | 2008-07-01 |
| Agency | SN | Stock Return | 2008-07-10 | 2008-07-01 |
| Agency | TI | Stock Transfer Issue | 2008-07-10 | 2008-07-01 |
| Agency | TP | Travel Payments | 2008-07-10 | 2008-07-01 |
| Agency | TR | Stock Transfer Receipt | 2008-07-10 | 2008-07-01 |
| Agency | WO | Write Off | 2008-07-10 | 2008-07-01 |
| OPS | CT | Contract (Goods Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-06-30 | 2008-06-13 |
| OPS | CT2 | Contract 2-Way Match (Goods Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-06-30 | 2008-06-13 |
| Agency | CTT1 | Contract KYTC (Goods Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-06-30 | 2008-06-13 |
| Agency | CTT2 | Contract 2-Way Match KYTC (Goods Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-06-30 | 2008-06-13 |
| OPS | DO | Delivery Order (Goods Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-06-30 | 2008-06-13 |
| OPS | DO2 | Delivery Order 2 Way Match (Goods Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-06-30 | 2008-06-13 |
| OPS | PO | PO, Request for Appv for Spec Auth, exception to sealed bid - all purchases (Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-06-13 | 2008-05-15 |
| OPS | PO2 | PO2, Request for Appv for Spec Auth, exception to sealed bid - all purchases (Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-06-13 | 2008-05-15 |
| OPS | PON2 | Proof of Necessity Agreement- New Year PSC/MOA requiring an effective date of 7/1 (*Prior approval of Executive Order 2008-011 | | 2008-04-01 |

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| | | Committee) | | |
|----------|-------|--|------------|------------|
| OPS | PON2 | Proof of Necessity Agreement- Old Year PSC/MOA modifications for services performed by 6/30-Place Old Year in Document Description (*Prior approval of Executive Order 2008-011 Committee) | 2008-05-15 | |
| OPS | PSMV | Multi-Vendor Personal Service- Contract- New Year PSC/MOA requiring an effective date of 7/1 (*Prior approval of Executive Order 2008-011 Committee) | | 2008-04-01 |
| OPS | PSMV | Multi-Vendor Personal Service- Old Year PSC/MOA modifications for services performed by 6/30-Place Old Year in Document Description | NA | |
| OPS | RC | Receiver | 2008-06-30 | 2008-07-01 |
| OPS | RQS | Standard Requisition >= \$20,000 all purchases (Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-04-11 | 2008-05-15 |
| OPS | RQS | Standard Requisition < \$20,000- all purchases (Rec by 6/30) (*Prior approval of Executive Order 2008-011 Committee) | 2008-05-30 | 2008-05-15 |
| OSBD | BRASS | Brass Allotment Modifications | 2008-07-17 | 2008-05-01 |
| SAS | CWA | Check Writer Accounting | 2008-07-10 | 2008-07-01 |
| SAS | CWI | Check Writer Intercept Transfer | 2008-07-10 | 2008-07-01 |
| SAS | IT | Intercept Transfer | 2008-07-10 | 2008-07-01 |
| SAS | JV | Standard Journal Voucher | 2008-07-17 | 2008-07-01 |
| SAS | JV2IN | Investment Adjustments | 2008-07-17 | 2008-07-01 |
| SAS | JV2P | Parks Receivable | 2008-07-17 | 2008-07-01 |
| SAS | JV2T | Transfer | 2008-07-17 | 2008-07-01 |
| SAS | JVA | Advanced Journal Voucher | 2008-07-17 | 2008-07-01 |
| SAS | JVBK | Bank Transfer Journal Voucher | 2008-07-17 | 2008-07-01 |
| SAS | JVC | Cost Accounting Journal Voucher | 2008-07-17 | 2008-07-01 |
| Treasury | CR | Cash Receipt (Funds 0100 and 1100) | 2008-06-30 | 2008-07-01 |
| Treasury | CR | Cash Receipt (Funds Non-0100 and 1100) | 2008-07-09 | 2008-07-01 |
| Treasury | MD | Manual Disbursement | 2008-07-10 | 2008-07-01 |

Ordered by Date

| Final Approval Resp | Document Code | Document Description | Last Day to Process Old Year | First Day to Process New Year |
|---------------------|---------------|--|------------------------------|-------------------------------|
| OPS | PON2 | Proof of Necessity Agreement- New Year PSC/MOA requiring an effective date of 7/1 | | 2008-04-01 |
| OPS | PSMV | Multi-Vendor Personal Service- Contract- New Year PSC/MOA requiring an effective date of 7/1 | | 2008-04-01 |
| OPS | RQS | Standard Requisition >= \$20,000 | 2008-04-11 | 2008-05-15 |
| OPS | PON2 | Proof of Necessity Agreement- Old Year PSC/MOA modifications for services performed by 6/30-Place Old Year in Document Description | 2008-05-15 | |
| OPS | PSMV | Multi-Vendor Personal Service- Old Year PSC/MOA modifications for services performed by 6/30-Place Old Year in Document Description | NA | |
| OPS | RQS | Standard Requisition < \$20,000- all purchases (Rec by 6/30) | 2008-05-30 | 2008-05-15 |
| OPS | PO2 | PO2, Request for Appv for Spec Auth, exception to sealed bid - all purchases (Rec by 6/30) | 2008-06-13 | 2008-05-15 |
| OPS | PO | PO, Request for Appv for Spec Auth, exception to sealed bid - all purchases (Rec by 6/30) | 2008-06-13 | 2008-05-15 |
| Agency | AD | Automated Disbursement | 2008-06-30 | 2008-07-01 |
| Agency | EFT | Electronic Funds Transfer | 2008-06-30 | 2008-07-01 |
| Agency | DO2 | Delivery Order 2 Way Match (Goods Rec by 6/30) | 2008-06-30 | 2008-06-13 |
| Agency | DO | Delivery Order (Goods Rec by 6/30) | 2008-06-30 | 2008-06-13 |
| Agency | RC | Receiver (Goods Rec by 6/30) | 2008-06-30 | 2008-07-01 |
| Agency | DO2 | Delivery Order 2 Way Match (Rec by 6/30) | 2008-06-30 | 2008-06-13 |
| Agency | DO | Delivery Order (Rec by 6/30) | 2008-06-30 | 2008-06-13 |
| Treasury | CR | Cash Receipt (Funds 0100 and 1100) | 2008-06-30 | 2008-07-01 |
| Agency | PO | Purchase Order Modification (Goods Rec by 6/30) | 2008-06-30 | 2008-06-13 |
| Agency | PO2 | Purchase Order 2 Way Match Modification (Goods Rec by 6/30) | 2008-06-30 | 2008-06-13 |
| Agency | CTT2 | Contract 2-Way Match KYTC Modification (Goods Rec by 6/30) | 2008-06-30 | 2008-06-13 |
| Agency | CTT1 | Contract KYTC Modification (Goods Rec by 6/30) | 2008-06-30 | 2008-06-13 |
| OPS | CT2 | Contract 2-Way Match Modification (Goods Rec by 6/30) | 2008-06-30 | 2008-06-13 |
| OPS | CT | Contract Modification (Goods Rec by 6/30) | 2008-06-30 | 2008-06-13 |
| Agency | CTT2 | Contract 2-Way Match KYTC | 2008-06-30 | 2008-06-13 |

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| | | | | |
|----------|-------|--|------------|------------|
| Agency | CTT1 | Contract KYTC | 2008-06-30 | 2008-06-13 |
| OPS | CT2 | Contract 2-Way Match (Rec by 6/30) | 2008-06-30 | 2008-06-13 |
| OPS | CT | Contract (Rec by 6/30) | 2008-06-30 | 2008-06-13 |
| Treasury | CR | Cash Receipt (Funds Non-0100 and 1100) | 2008-07-09 | 2008-07-01 |
| Agency | OC | Over the Counter Stock Issue | 2008-07-10 | 2008-07-01 |
| Agency | PRMI | Matching PR - Internal | 2008-07-10 | 2008-07-01 |
| Agency | PRM | Matching PR - Normal | 2008-07-10 | 2008-07-01 |
| Agency | PRCI | Commodity Based Internal PR | 2008-07-10 | 2008-07-01 |
| Agency | RE | Receivable | 2008-07-10 | 2008-07-01 |
| Agency | PRC | Commodity Based PR | 2008-07-10 | 2008-07-01 |
| Agency | TR | Stock Transfer Receipt | 2008-07-10 | 2008-07-01 |
| Agency | ITI | Internal Transaction Initiator | 2008-07-10 | 2008-07-01 |
| Agency | ITA | Internal Transaction Agreement | 2008-07-10 | 2008-07-01 |
| Agency | IET | Internal Exchange Transaction | 2008-07-10 | 2008-07-01 |
| Agency | IA | Inventory/Stock Adjustment | 2008-07-10 | 2008-07-01 |
| Agency | GAX3 | General Accounting Balance Sheet Payable | 2008-07-10 | 2008-07-01 |
| Agency | GAX2 | General Accounting Revenue Refund | 2008-07-10 | 2008-07-01 |
| Agency | GAX | General Accounting Expense/Expenditure | 2008-07-10 | 2008-07-01 |
| Agency | CH | Charge Transaction | 2008-07-10 | 2008-07-01 |
| Agency | PRC2 | Commodity Based PR Pro Card | 2008-07-10 | 2008-07-01 |
| Agency | TP | Travel Payments | 2008-07-10 | 2008-07-01 |
| Agency | WO | Write Off | 2008-07-10 | 2008-07-01 |
| Agency | TI | Stock Transfer Issue | 2008-07-10 | 2008-07-01 |
| Agency | SN | Stock Return | 2008-07-10 | 2008-07-01 |
| SAS | CWI | Check Writer Intercept Transfer | 2008-07-10 | 2008-07-01 |
| SAS | IT | Intercept Transfer | 2008-07-10 | 2008-07-01 |
| SAS | CWA | Check Writer Accounting | 2008-07-10 | 2008-07-01 |
| Treasury | MD | Manual Disbursement | 2008-07-10 | 2008-07-01 |
| Agency | OB1 | Management Budget | 2008-07-17 | 2008-07-01 |
| Agency | JV2R | Cash Coll Earned Rev Corr | 2008-07-17 | 2008-07-01 |
| Agency | JV2E | Cash Expenditure Correction | 2008-07-17 | 2008-07-01 |
| Agency | CA | Cost Allocation | 2008-07-17 | 2008-07-01 |
| OSBD | BRASS | Brass Allotment Modifications | 2008-07-17 | 2008-05-01 |
| SAS | JV2IN | Investment Adjustments | 2008-07-17 | 2008-07-01 |
| SAS | JVC | Cost Accounting Journal Voucher | 2008-07-17 | 2008-07-01 |
| SAS | JVBK | Bank Transfer Journal Voucher | 2008-07-17 | 2008-07-01 |
| SAS | JVA | Advanced Journal Voucher | 2008-07-17 | 2008-07-01 |
| SAS | JV | Standard Journal Voucher | 2008-07-17 | 2008-07-01 |
| SAS | JV2P | Parks Receivable | 2008-07-17 | 2008-07-01 |
| SAS | JV2T | Transfer | 2008-07-17 | 2008-07-01 |

ADDITIONAL COMMENTS

AGENCIES

1. Imprest/Petty Cash Reimbursement Schedules. Final imprest cash reimbursement schedules for fiscal year 2008 must be processed on a GAX document type by close of business Thursday, July 10, 2008 in order to charge old year funds. Reimbursements processed after Thursday, July 10, 2008 will be charged to fiscal year 2009. Requests for amendments to present authorities should be sent to the Office of Procurement Services.

STATEWIDE ACCOUNTING SERVICES

1. Closing Dates. The Soft Close for accounting period 12/08 will be Monday, June 30, 2008. The Hard Close will be Thursday, July 3, 2008. The Soft Close for accounting period 13/08 will be Thursday, July 10, 2008. The Hard Close will be Thursday, July 17, 2008.
2. Reimbursement Output. Reimbursement Output will be run on Thursday, July 3, 2008 for transactions posted through Thursday, July 3, 2008.

The chart below describes the accounting periods (i.e. Fiscal Month and Fiscal Year) that apply to documents generated by Reimbursement Output.

| | BILLING DATES | | | |
|---|----------------------|-------------|-------------------------|-------------------------|
| | JUNE 20 | JUNE 27 | JULY 3 | JULY 11 |
| Calendar Dates Covered | 06/14-06/20 | 06/21-06/27 | 06/28-07/03 | 07/04-07/11 |
| Open Accounting Periods (and possible transaction acceptance periods) | 12/08 | 12/08 | 12/08 13/08 01/09 | 12/08 13/08 01/09 |
| RE/CR accounting periods | 12/08 | 13/08 | 13/08 | 01/09 |

3. Cost Allocation. Cost allocation will be run for accounting period 12/08 with the following schedule.
 - CHFS 7-1-2008
 - COT 7-2-2008
 - DMA 7-2-2008
 - ED 7-2-2008
 - EPPC 7-2-2008
 - FW 7-2-2008

- OHS 7-2-2008
4. CA's created from the 12/08 allocation must be posted by COB Tuesday, July 8, 2008
 5. Cost Allocation. Cost allocation will be run for accounting period 13/08 with the following schedule.
 - CHFS 7-14-2008
 - COT 7-15-2008
 - DMA 7-15-2008
 - ED 7-15-2008
 - EPPC 7-16-2008
 - FW 7-16-2008
 - OHS 7-16-2008
 6. CA's created from the 13/08 allocation must be posted by COB Thursday, July 17, 2008.
 7. Encumbrances. All budget fiscal year 2008 encumbrances (other than Capital Projects) will be liquidated in budget fiscal year 2008 and remaining balances will be established in budget fiscal year 2008 on Friday, July 4, 2008. Capital Project encumbrances require no action since their budget fiscal year remains the same throughout the life of the project.

Pending Encumbrance and Expenditure Transactions. All budget fiscal year 2008 pending encumbrance transactions, modifications, and cancellations (other than capital projects) must be posted prior to COB Thursday, July 3, 2008 allowing the encumbrance roll to complete. All budget fiscal year 2008 pending expenditure transactions, modifications, and cancellations (other than capital projects) must be posted prior to COB Thursday, July 10, 2008 creating final budgetary balances. Any of the above 2008 documents in the pending phase will be rejected back to draft phase after the specified dates.
 8. Annual Financial Report and Annual Inventory. The Division of Statewide Accounting Services will be requesting closing financial data for the purpose of preparing the Commonwealth's Comprehensive Annual Financial Report in compliance with Generally Accepted Accounting Principles (GAAP). The request will arrive about Thursday, May 15, 2008. Since the financial information being requested in the closing package is essentially the same as the last several years, training for the closing package will be offered by request only. Those agencies interested in receiving closing package training should contact Kim Moore at (502) 564-5120, by Monday, May 19, 2008. Training sessions will be scheduled the week of June 9 -13 based on the number of requests received.
 9. Fixed Asset Inventory. Physical inventories must be performed for items over \$5,000 acquired before Saturday, March 1, 2008. Certified inventory reports are due to the Division of Statewide Accounting Services by Friday, May 30, 2008. Physical Inventory Procedures are found at the following website:
<http://www.state.ky.us/agencies/adm/mars/inventorycontrol.htm>.

10. Because of statutory requirements, the Office of the State Budget Director and the Division of Statewide Accounting Services will not be able to unilaterally increase appropriations during the closing period.

OFFICE OF PROCUREMENT SERVICES

Purchase requests (RQS) for all goods that are not currently on contract that exceed the agency's small purchase limit shall be sent to the Finance and Administrative Cabinet, Office of Procurement Services, no later than Friday, April 11, 2008, for requests equal to or above \$20,000. Requests less than \$20,000 must arrive no later than Friday, May 30, 2008. All Purchase requests (RQS) shall be processed using the same procedures that were implemented by Executive Order 2008-011. The agency head must sign the Executive Order 2008-011 form justifying the procurement as essential to the delivery of ongoing services. The agency must allow enough time for the approved disposition to be returned to them and attach it to the header of the RQS. The Finance and Administration Cabinet will not begin processing the RQS until the Executive Order request has been approved, with the exception of establishing Master Agreements. The agency must receive the EO approval in writing before the items can be purchased by any method. All requests equal to or above \$20,000 must arrive in the Finance and Administration Cabinet no later than Friday, April 11, 2008. Requests for items less than \$20,000 must arrive in the Finance and Administration Cabinet no later than Friday, May 30, 2008. All items must be received no later than Monday, June 30, 2008, to be paid out of old year funds. If a purchase for furniture is authorized, the Division of Correctional Industries or the Division of Surplus Property shall be utilized whenever possible.

1. Purchase Requests (RQS) Equal to or Above \$20,000 (Old Year). Old Year purchase requests equal to or above \$20,000 must be received by the Office of Procurement Services (OPS) by close of business Friday, April 11, 2008 and delivery must be assured by Monday, June 30, 2008 in order to be paid out of fiscal year 2008 funds. Purchase requests submitted between now and Friday, April 11, 2008 should state in the document comments of the purchase request one of two statements: "Delivery is desired prior to Monday, June 30, 2008," allowing OPS to award the Contract and if delivery could not be made until after Monday, June 30, 2008, payment would be made with fiscal year 2009 funds; or "Delivery must be completed prior to Monday, June 30, 2008," and if the vendor could not meet the deadline, OPS would not issue a Contract. *If neither of the above statements is indicated, the purchase request will not be processed until this information is received from the requesting agency. It will be the agency's responsibility to add the appropriate statement to the document comments prior to the Friday, April 11, 2008 deadline for fiscal year 2008 funding.* Due to the volume of old year purchase requests received by OPS, agencies are to submit their purchase requests as soon as possible. If an agency delays its requests until just before the deadline, the chances of processing and obtaining deliveries by Monday, June 30, 2008 are greatly reduced. *Agencies should also ensure that their purchase request provides complete information on the transaction (i.e. adequate specifications, best value criteria, suggested sources (added to the free form vendor section), quantity, estimated price, valid account codes, etc.).* This requirement does not apply to purchase requests for the establishment of master agreements since no encumbrance of funds is involved. Agencies should not submit requests for new year purchases before Thursday, May 15, 2008, and must clearly state on the purchase request that delivery is not desired or required prior to Tuesday, July 1, 2008. Place this

information in the document comments. All requests must comply with the Executive Order 2008-011 guidelines listed in the introductory paragraphs for this section.

2. Small Purchase Requests (RQS). For purchase requests that exceed an agency's small purchase authority, the Office of Procurement Services (OPS) may exercise its Small Purchase Authority, to a maximum of \$20,000, when it can be determined that the purchase will not exceed the estimated amount in accordance with KRS 45A.100. The small purchase request should be received in OPS by close of business Friday, May 30, 2008 in order to allow time for required solicitation of quotations, encumbrance of funds, contract award, and vendor delivery by Monday, June 30, 2008. *Agencies should also ensure that their purchase request provides complete information on the transaction (i.e. adequate specifications, best value criteria, suggested sources, quantity, estimated price, valid account codes, etc.) and has the approved disposition of the Executive Order 2008-011 process attached at the header.* The total aggregate amount cannot be artificially divided by submitting more than one requisition for the same item during the closeout period. This would be in violation of KRS 45A.100(2). Old year small purchase requests totaling \$20,000 or less will be awarded from fiscal year 2008 funds when delivery is guaranteed and completed by Monday, June 30, 2008. Deliveries made after Monday, June 30, 2008 will be charged against fiscal year 2009 funds. OPS will award all small purchase contracts regardless of vendor delivery date stated in the quotation. All requests must comply with the guidelines listed in the introductory paragraphs for this section.
3. Purchase Orders, Requests for Approval for Special Authority, Exception to Sealed Bid. All requests for special authority contracts with a delivery date required before Monday, June 30, 2008 and payment from old year funds must arrive in the Office of Procurement Services (OPS) by close of business Friday, June 13, 2008 to allow adequate time for services to be performed and goods delivered by the end of the fiscal year. Special authority contracts that are for payment only must arrive in OPS by close of business Monday, June 30, 2008. All requests must comply with the guidelines listed in the introductory paragraphs for this section.
4. Modifications. All requests for changes to contracts issued by the Office of Procurement Services (OPS) that affect old year allotments must arrive in OPS by the close of business Monday, June 30, 2008. Agencies must process changes to their own contracts that affect old year allotments by close of business Monday, June 30, 2008.
5. Personal Service Contracts/Modifications/MOAs for Services Performed by Monday, June 30, 2008. In order to guarantee payment from fiscal year 2008 funds, agencies must submit all requests for personal services to the Office of Procurement Services (OPS) by close of business Thursday, May 15, 2008 to allow adequate time to process for the June meeting of the Legislative Research Commission (LRC). Agencies that do not process personal service contracts through OPS must submit all requests to LRC not later than Friday, May 30, 2008. Requests arriving in OPS after Thursday, May 15, 2008 or LRC after Friday, May 30, 2008 will not be processed for approval prior to the end of fiscal year 2008 and shall be paid from fiscal year 2009 funds.

Agencies may begin routing any personal service contract or MOA or PSMV- Multi-Vendor Personal Service- Contract- that requires an effective date so that services begin on Tuesday, July 1, 2008 by Tuesday, April 1, 2008 and approved by the Finance and Administration Cabinet no later than Monday, June 30, 2008. Agencies must identify old year requests in the document description field of the header to allow OPS personnel to more easily identify old year requests.

6. Purchase Request Expiration. All purchase requests (pre-encumbrances) from fiscal year 2008 funds will expire at close of business Thursday, July 10, 2008. Agencies will be notified of all open requests that have not been posted to the web or awarded as contracts by Thursday, May 15, 2008. If an agency wishes to continue a request, the Office of Procurement Services needs to be notified by close of business Friday, May 30, 2008.

FUND BALANCES

1. General Fund. All General Fund balances at the close of the fiscal year shall lapse to the surplus account of the General Fund, with the exception of statutory or budget bill authorized continued appropriations.
2. Capital Projects Fund. Capital Projects fund balances (appropriations, allotments, cash, and encumbrances) will remain in the same budget fiscal year. No carry forward entries are required.
3. Road Fund. All Road Fund balances at the close of the fiscal year shall lapse to the surplus account of the Road Fund, with the exception of statutory or budget bill authorized continuing appropriations.
4. All Funds (except Capital Projects Fund). The final period cash report will serve as the ending balance resource as cash is no longer segregated by fiscal year. Agency funds are not allowed to close with negative balances. General Accounting staff will be working with agencies on the week of July 14 to clear these balances. On Thursday, July 17, 2008 Statewide Accounting Services personnel will begin final preparations for the Hard Close. All allotment balances except continued appropriations will lapse.
5. Requests for Fund Transfers to the General Fund. Requests for fund transfers to the General Fund must be submitted in writing to the Office of the State Budget Director by close of business Monday, June 30, 2008.

PERSONNEL

1. Personnel Actions. Regular cut-off of June 15 will be observed for personnel action requests affecting the June 30 **paychecks** (for the first June pay period).
2. Payrolls. All payrolls processed by the Division of Statewide Accounting Services after June 30 will be charged to fiscal year 2009. The system supplemental will be run on June 30 and will be included in fiscal year 2008.